

State of Utah
Department of Community and Culture/CDBG Program
324 South State Street, #500
Salt Lake City, Utah 84111
Office: (801) 538-8732

2006 CDBG APPLICATION

NAME OF APPLICANT _____

All applicants must use the 2006 Application Guide to prepare this document.
Applicants may call their local AOG office for further guidance.

PART I - 2006 CDBG PRE-APPLICATION

The following information is needed to document compliance with requirements established by **Title 1 of the Housing and Community Development Act of 1973, as amended**. Applicants who are ranked successfully by the Regional Rating and Ranking Committee (RRC) will be asked to complete Part II -the **Final Application** form. Both documents will then be submitted to the RRC and the state CDBG office.

The Pre-Application is due to the AOG office by December 2, 2005. Please complete the requested information in each table.

A. APPLICANT ELIGIBILITY

1. Legal Applicant: Jurisdiction Name, Official Address and Phone, Chief Official:

APPLICANT:		PHONE:	
ADDRESS:		FAX:	
CITY, ZIP		E-MAIL:	
AOG REGION:		COUNTY:	
CHIEF OFFICIAL:		TITLE:	

2. Applying on Behalf of Sub-Grantee (If Applicable): (Eg: Housing Authority, Non-Profit)

SUB GRANTEE NAME:		
ADDRESS:		
CITY/ZIP	PHONE:	FAX:
COUNTY:	E-MAIL:	
Attach documentation of non-profit status. i.e. 501(c)(3)		
AGENCY REPRESENTATIVE:		TITLE:

3. Engineer/Architect consulted for project:

NAME:		COMPANY:
COMPANY ADDRESS/CITY/ZIP:		
PHONE:	FAX:	E-MAIL:

4. Project Manager:

NAME:		TITLE:
ADDRESS/CITY/ZIP:		
PHONE:	FAX:	E-MAIL:

B. PUBLIC PARTICIPATION

Each applicant must hold a minimum of two public hearings to inform the public about the CDBG program. The first must be held prior to submitting the Pre-Application. (Pre-Application Due on December 2, 2005).

HEARING #1 (Use sample templates in Appendix B)	
DATE OF PUBLIC NOTICE:	DATE OF HEARING:
Attach copies of publication. Attach copies of minutes from hearing. List <u>all</u> persons attending the hearing and the name, comments and responses of all persons who speak at the hearing. If a response was not reflected in the minutes then attach a copy of response(s) sent.	

C. PROJECT INFORMATION: Attach a Map (and 2 pictures of the site, if construction project.)

Attach a clear, concise description of the Proposed Project, using measurable terms (linear feet, square feet, building size, etc.) Include all activities such as administration, engineering, construction, acquisition, and public service.

The scope of work should be very specific in identifying how the money will be used and explain what will be done to meet the objective of the contract. A narrative, in addition to the budget page, should specify what is included in each budget line item. What are the expected outcomes or results of providing this funding and what will be accomplished that could not be accomplished without providing these funds?

A grantee applying for a project whose purpose is the construction of a new facility, must be able to demonstrate that sufficient revenue is in place to continue the operation of the facility or describe how revenue will be obtained in order to ensure continued operation of the facility after completion.

D. COST ESTIMATE

If the project involves construction, the TOTAL COST of the construction must be prepared and estimated by an Engineer/Architect, who is listed on page 1 of this pre-application. Please take into account the inflation rate in relation to the anticipated starting date of the project. DAVIS/BACON wage rate estimates must be included in all construction estimates.

Total Estimated Project Cost \$	CDBG Request \$
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E. PROJECT FUNDING: In addition to CDBG funds, list other funds required for project completion.

SOURCE	STATUS	AMOUNT \$

F. TYPE OF GRANT (See Chapter IV of the Application Guide for Reference)

Choose either one years funding or multiple years of funding:

Single Year: ____	Multi-Year: ____
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G. CONSOLIDATED PLAN CONSISTENCY

List the page reference & section of region's (or applicant's) Consolidated Plan where this project is identified.

Page #	Section
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H. MODERATE INCOME HOUSING PLAN

Does the municipality have an adopted "Moderate Income Housing Plan" in accordance with HB 295?
Yes ____ No ____
Does the project being applied for further the goals or objectives of that plan?
Yes ____ No ____

I. ELIGIBLE ACTIVITY (Chapter III (pg 11-20) of the Application Guide)

Select the eligible activity that best describes the project and cite the reference from section 105.
(Example: 105 (a) (1) (D))

105 (___)(___)(___)

J. NATIONAL OBJECTIVE (See Chapter III (pg 2) of the Application Guide)

All projects must meet a National Objective - the same objective may be satisfied in various ways. **Check only one of the 3 National Objectives the project will meet** in the boxes below. See Chapter III of the Application guide for the required documentation. All supporting documentation must be attached to this pre-application.

1. _____ BENEFIT TO LOW AND MODERATE INCOME (LMI) PERSONS

If selecting this benefit, choose one of the following and provide the documentation requested in Ch. III:

___ a. Economic Development LMI

___ b. Site Specific LMI

___ c. City/County-wide LMI

___ d. Targeted/Limited Clientele LMI

2. ____ ELIMINATION OR PREVENTION OF SLUMS AND BLIGHT

If selecting this benefit, all of the following information must be included in pre-application:

a. Slum/Blight Criteria selected

b. Additional Documentation (**Photos, Letters from Officials, etc.**)

c. Slum/Blight Resolution

3. ____ URGENT HEALTH AND WELFARE THREAT

If selecting this benefit, all of the following criteria must be met:

a. Determination of Immediate Threat

b. Applicant's Inability to finance

c. No other financial sources available

d. Threat must not have existed for more than 18 months prior to application

K. CERTIFICATIONS

1. APPLICANT

As Chief Official of the Legal Applicant, I certify that this pre-application and any final application prepared by this agency has been and will be completed and submitted with the full knowledge of the governing board of this organization and is, to the undersigned's best knowledge and belief, accurate in all details. Documentation to substantiate each element has been or will be attached before receipt by the State DCD. If a CDBG grant is awarded on the basis of this information, all overlaying federal regulations mandatory to the operation of the program will be complied with. Failure to submit any documentation requested by the State to demonstrate program compliance may result in administrative sanctions up to and including rescission of funding.

Signature of Chief Elected Official, Title

Date

SIGNATURE BELOW IS REQUIRED ONLY WHEN LOCAL FUNDS ARE
TO BE COMMITTED TO THE PROJECT

I, the undersigned as chief elected official of this jurisdiction and in its behalf, hereby attest that funds in the amount of \$_____ have been budgeted and are available for the project above.

Signature of Chief Elected Official to commit local funds

2. ASSOCIATION OF GOVERNMENTS

Signature of the Chairman of the Association of Governments certifies that this Pre-application has been reviewed and evaluated by this office prior to rating and ranking and has been found to satisfactorily address all federally mandated compliance requirements to justify the eligibility of this project in the CDBG program. Any supplemental documents requested by the State HCD as part of this certification must be submitted prior to final acceptance of the application. The applicant is aware that failure on their part to complete and present any supplemental documentation requested within a reasonable time may result in the cancellation of this award.

Signature of Chairman of the Association of Governments

Date

3. REGIONAL REVIEW COMMITTEE

I certify that the regional review process, which includes application of the regional and state mandated ranking criteria, approved by the State, has been followed when rating and ranking this Pre-application. I also certify that any information necessary to substantiate any rating and ranking criteria is attached. Failure on the part of the RRC to ensure that this material has been used for rating and ranking purposes may result in the rejection of this application by the State.

Signature of the RRC Chairman

Date

**APPROVAL OF THE PRE-APPLICATION CERTIFIES ONLY THAT
FEDERAL THRESHOLD CRITERIA HAVE BEEN MET.
IT DOES NOT IMPLY FINAL PROJECT APPROVAL OR FUNDING.**

2006 CDBG APPLICATION – RATING AND RANKING INFORMATION
The AOG Rating and Ranking Committee complete this section.

APPLICANT'S SCORE: _____

APPLICANTS RANKING: _____

ORIGINAL CDBG REQUEST \$ _____

APPROVED: Y _____ N _____

DATE APPLICATION RECEIVED: _____

TOTAL PROJECT COST \$ _____

FUNDS AWARDED \$ _____

MULTI-YEAR: Y _____ N _____

Department of Community and Culture/CDBG Program
324 South State Street, #500
Salt Lake City, Utah 84111
Office: (801) 538-8732

PART II 2006 CDBG FINAL APPLICATION

Name of CDBG Applicant: _____

Project Manager:		
Phone	Fax	E-Mail
Project (or Sub-Grantee if Applicable)		

All applicants must use the 2005 Application Guide to prepare this document.
Please type all information. No handwritten applications will be accepted.

L. PROJECT TIME LINES - ALL PROJECTS

Complete the table below to demonstrate how the project will progress to completion.

ELEMENT	STARTING DATE	STATUS	COMPLETION DATE
CONTRACT EXECUTION			
ENVIRONMENTAL RELEASE (ALLOW AT LEAST 2 MONTHS)			
LIST APPROPRIATE BENCH MARK ACTIVITIES IF DIFFERENT FROM THOSE LISTED BELOW			
PROJECT ENGINEERING DESIGN			
BID SPECIFICATIONS			
BID PUBLICATION			
BID OPENING			
BID AWARD			
PRE-CONSTRUCTION CONFERENCE			
PROJECT CONSTRUCTION			
FINAL INSPECTION			
FINAL STATE MONITORING			

M. SCOPE OF WORK

Please attach additional pages with a detailed scope of work (for the CDBG funds) that describes each separate activity (engineering, construction, acquisition, etc). Include an engineer or architect's preliminary, itemized cost estimate. Applicants may use the project description from the pre-application, but it must reflect all pertinent and up-to-date information and a description of the problem/need and the solution the proposed project would provide.

N. FEDERAL REQUIREMENTS FOR LMI PROJECTS

The CDBG Program is designed to benefit LMI persons. HUD requires **all** applicants to provide the following information.

LOW/MODERATE INCOME BENEFICIARIES (Please check A, B or C)

A. _____ HUD PRE-APPROVED LIST:

Attach documentation. (Must be community-wide project).

B. _____ TARGETED:

To be considered a "Targeted" project, one hundred percent of the persons served must be LMI.

C. _____ LIMITED CLIENTELE:

A project that will serve a "Limited Clientele" must benefit a clientele generally presumed to be at least 51% LMI per the list in Section IV, A, 2 of the Application Guide.

D. _____ Removal of Barriers to the disabled (ADA)

E. _____ SITE SPECIFIC or COMMUNITY-WIDE Benefit (Survey Required)

INDICATE PROPOSED BENEFICIARIES

1. Total number of beneficiaries:

2. Total number of low/moderate income beneficiaries:

3. Percentage of LMI Beneficiaries: (Divide line 2 by line 1) %

4. How were these figures obtained? (survey, census, etc.) Attach appropriate documentation (See Appendix C, D, or E of the Application Guide). Indicate year of survey or census.

O. PERFORMANCE OUTCOME MEASURES

1. Select one of the following that best fits your project objective: _____ Suitable living environment _____ Decent affordable housing _____ Creating economic opportunity
2. Select at least one of the following that describes the outcome your project will achieve: _____ Availability / Accessibility _____ Affordability _____ Sustainability / Livability

P. PUBLIC PARTICIPATION

Applicant must provide documentation and information regarding the second public hearing
(See Chapter IV & Appendix B Application Guide)

PUBLIC HEARING #2	
DATE OF PUBLIC NOTICE:	DATE OF HEARING:
Attach copies of publication. Attach copies of minutes from hearing. List <u>all</u> persons attending the hearing, and the name, comments and responses of all persons who speak at the hearing. If a response was not reflected in the minutes then attach a copy of response(s) sent.	

Q. SUBCONTRACTOR/INTERLOCAL COOPERATION AGREEMENTS

Grantees sponsoring a sub-grantee must include either:

- 1) a Subcontractor Agreement (if the sub-grantee is any agency other than another political entity)
- or**
- 2) an Inter-local Cooperation Agreement (if the sub-grantee is another political entity.)

R. RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Date plan adopted: ____/____/____. If applicant is a first time grantee, a copy of the resolution must be included. (See Appendix F of Application Guide)

S. INCLUSIVE FEDERAL REQUIREMENTS

All federal and state laws and regulations are included by reference. (See Chapter III, page 10.)

T. FUNDING - PROPOSED BUDGET – Multi-year projects must provide a budget for each year

ATTACHMENT D – BUDGET			
A. TOTAL PROJECT COST:		\$	
B. CDBG FUNDS:		\$	
OTHER FUNDS: (IDENTIFY SOURCE, AMOUNT AND STATUS BELOW)			
FEDERAL			
		\$	
		\$	
STATE			
		\$	
		\$	
LOCAL			
		\$	
		\$	
TOTAL OTHER FUNDS		\$	
TOTAL PROJECT FUNDS		\$	
C. PROJECT EXPENDITURES			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
ADMINISTRATION	CDBG FUNDS	OTHER FUNDS	TOTAL
PERSONNEL SALARIES			
OFFICE SUPPLIES			
TRAVEL			
OTHER (Identify)			
SUBTOTAL			
CONSTRUCTION			
ENGINEER/ARCHITECT			
SUBTOTAL			
OTHER (Identify):			
PROPERTY ACQUISITION:			
SUBTOTAL			
TOTAL EXPENDITURES			
(A, B AND C TOTALS MUST BE IDENTICAL)			

NO CDBG FUNDS WILL BE RELEASED UNTIL THE GRANTEE SUPPLIES FULL FUNDING CAPABILITY. If it becomes necessary for an original project to be scaled down or adjusted because of lack of funding, funding adjustments must be made prior to submission of the Application to the State.